

**City of DeSoto Development Services****Engineering Division**

211 E. Pleasant Run Road • DeSoto, TX 75115
(972) 230-9609

ENGINEERING PLANS REVIEW INTAKE REGISTRATION FORM

This registration form and companion checklist must be completed and submitted with the initial submittal of engineering plans and supporting technical documents. The typical response time for engineering reviews is 10 working days from the date of receipt of the technical documents, the registration form, and checklist. **PLEASE PRINT LEGIBLY.**

General Project Information					
Project Name/Development:				Zoning Designation:	
Property Address/Location:					
Brief Project Description:					
Total Property Area:		Total Disturbed Area:		No. of Lots:	
Is any portion of the site in a FEMA designated Special Flood Hazard Area (SFHA)? <input type="checkbox"/> YES <input type="checkbox"/> NO (IF YES, COMPLETE A FLOODPLAIN ENCROACHMENT APPLICATION)					
Will any offsite improvements apply? <input type="checkbox"/> YES <input type="checkbox"/> NO			Is the property vacant? <input type="checkbox"/> YES <input type="checkbox"/> NO		
Do any proposed site improvements encroach into existing utility easements?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
Have all zoning actions been addressed with the Planning Division?				<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
Applicant Information					
Applicant's Name:			Company Name:		
Address:			City/State/Zip:		
Phone No:		E-mail Address:			
Applicant's relationship to project: <input type="checkbox"/> Owner <input type="checkbox"/> Lessee <input type="checkbox"/> Engineer <input type="checkbox"/> Architect <input type="checkbox"/> Contractor					
Engineer Information			Owner Information		
<input type="checkbox"/> Check here if Engineer is same as applicant			<input type="checkbox"/> Check here if Owner is same as applicant		
Firm Name:			Company Name:		
Contact Name:			Contact Name:		
Address:			Address:		
City/State/Zip:			City/State/Zip:		
Phone No:			Phone No:		
E-mail:			E-mail:		

I certify the information provided herein is true and accurate to the best of my knowledge. I acknowledge Engineering review is the next phase in the development process following completion of requisite zoning actions, provided such zoning actions are required. If I am not the property owner, I further certify I am authorized by the owner to act as an agent on the owner's behalf in submitting engineering technical documents to the City of DeSoto for the property and development project named in this registration form. Upon receipt of this completed form, checklist, and technical documents, should staff determine zoning actions are required, I understand the technical submittals will not be reviewed and that I will be notified in writing by City staff. By signing this form, I grant the City and its agents permission to access the property to perform site assessments as required to assist in review of technical submittals. I understand this registration form is for engineering plan review purposes only. A separate application will be required for all zoning change requests and permit requests.

Signature_____
Printed Name_____
Date**SEE NEXT PAGE FOR CHECKLIST**



Engineering Plans Review Checklist for Commercial & Residential Projects

Submittal of this Checklist is Required with All Civil Engineering Plans submissions, along
with the intake registration form
(Plan Review Will NOT be performed until All Applicable Items are Submitted)

Project Name: _____

Project Address/Location: _____

- ☐ Three (3) full size (22"x34") plan sets as well as electronic copy (PDF) of submitted documents by either ☐ an email link (to download the plan set) or a ☐ flash drive:

Yes N/A

☐ ☐ Cover Sheet

☐ ☐ Working Plat

Note: Though the working plat shows necessary fire lanes, visibility triangles, utility easements, and drainage easements, this is NOT considered the preliminary or final plat.

☐ ☐ Site plan

☐ ☐ Paving Plan & Profile

☐ ☐ Drainage Area Map

☐ ☐ Storm Drain Plan & Profile

☐ ☐ Storm drain calculations and detention pond calculations

☐ ☐ Grading plan

Note: If the site is over 1 acre, a drainage plan with a detention pond will be required, if less than 1 acre, graded so that drainage does not affect adjoining properties

☐ ☐ Traffic Control Plan

☐ ☐ Project Specific Details

☐ ☐ Composite Utility plan (for water and sewer)

☐ ☐ Erosion Control/Stormwater Pollution Prevention Plan (SWPPP) and details

☐ ☐ City of DeSoto standard detail sheets (download current details from City website)

☐ Y ☐ N/A Flood (Timing) Study (if applicable)

☐ Y ☐ N/A Traffic Impact Analysis (TIA) (if applicable)

☐ Y ☐ N/A Geotechnical Report (if applicable)

☐ Y ☐ N/A Floodplain Encroachment Application (if applicable)
(If project encroaches into the Floodplain/Floodway and either a LOMA/LOMR/CLOMR is required, the final acceptance of the submitted plans will not be granted prior to the FEMA authorization letter is received by the City of DeSoto.)

☐ Y ☐ N/A For Septic Systems provide documents showing Designated Rep (DR) from Dallas County

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ACKNOWLEDGEMENTS:

1. Applicant may not submit for building permit until: (1) Engineering Division provides written acceptance of the engineering plans; and (2) the plat is approved by the Planning Division and recorded in the County Clerk office. _____ [Initial Here]
2. Engineering review does not include review of landscape plans. Those plan(s) must be submitted to the Planning Division for technical review. _____ [Initial Here]
3. Proposed retaining wall(s) taller than four (4) feet will not be reviewed by Engineering and must be submitted to the Building Inspections Division for technical review. _____ [Initial Here]
4. Irrigation plans for the proposed development must be submitted to the Building Inspections Division for technical review. _____ [Initial Here]

Printed Name: _____

Signature: _____

Date: _____